

## SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **SENIOR TAX CLERK**

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Jurisdictional Class: **Competitive**  
Date Adopted: **May 20, 1996**  
Date Revised: **Feb. 19, 1997; March 2, 1998**  
Jurisdictions: **County**  
Union Status: **CSEA**  
Pay Grade: **10**

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**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the performance of specialized clerical and technical functions in the collection of delinquent tax accounts. The incumbent also has responsibility for answering taxpayer questions regarding delinquent taxes, both in person and on the telephone. The work is performed under direct supervision of the County Treasurer. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Calculates amount of delinquent taxes due by multiplying base tax rate amount times interest rate for number of months delinquent;  
Provides information concerning delinquent tax accounts to title searchers, attorneys, banks and property owners;  
Answers questions from taxpayers concerning delinquent accounts, both in person and over the telephone;  
Verifies information on tax sale, including amount of tax due, for certified letter sent to property owners and mortgage holders informing them of their rights and obligations;  
Verifies weekly abstract payments for general fund, Social Services and Public Works;  
Using information provided by Real Property Tax Office, prepares and sends tax bill to New York State for taxable state lands;  
Accepts tax payments and issues receipts;  
Enters dog license information monthly, and prepares required report for New York State Department of Agriculture and Markets;  
Prepares a variety of records and reports as required.

**FULL PERFORMANCE KNOWLEDGE SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the principles and practices relating to tax collection and the preparation of delinquent tax bills; good knowledge of the principles and techniques involved in maintaining and checking tax accounts; good knowledge of business arithmetic and English; ability to perform arithmetic computations; ability to establish good working relationships with taxpayers, attorneys and other tax collection officials; ability to understand and follow detailed oral and written directions; ability to work well with others; accuracy; dependability.

**MINIMUM QUALIFICATIONS:**

**Either:**

- (A) Graduation from high school or possession of a high school equivalency diploma and three (3) years of clerical experience in computer processing of tax or financial records;  
**OR**
- (B) Five (5) years of experience as defined in (A) above; **OR**
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Last Reviewed: n/a  
Last Updated: Feb. 19, 1997; March 2, 1998  
Reviewed By: n/a  
Last Reallocated: n/a

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**NOTE:** Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT and a higher level of education can be pro-rated for experience up to a year.

Last Reviewed: n/a  
Last Updated: Feb. 19, 1997; March 2, 1998  
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Last Reallocated: n/a